PERFORMANCE SKILLS EVALUATION CHECKLIST (OPTIONAL)
May be used by student or teacher to record ongoing progress.

Student Name: _____   Period: _____

Performance rating scale:
4 = Highly Skilled   Successfully demonstrated without supervision
3 = Moderately Skilled   Successfully demonstrated with limited supervision
2 = Limited Skill   Demonstrated with close supervision
1 = Not Skilled   Demonstration requires direct instruction and supervision

A minimum score of 3 for each of the following performance skills must be achieved to meet state skill certification requirements—which represents attaining at least 80% competency on the applicable state core standards.

PERFORMANCE SKILLS STANDARDS				
Standard 01 – Keyboarding	**1**	**2**	**3**	**4**
Use correct keyboarding technique.				
This includes the following: *Eyes on copy or screen, not on keys.* *Fingers curved and oriented to home row.* *Correct fingers used for keystrokes.* *Key with smooth rhythm and quiet hands.* *Forearms parallel to slant of keyboard; wrists low but not resting on any surface.* *Proper sitting posture: body centered, feet provide balance, elbows naturally at sides.*				
Standard 02 – Operating Systems	**1**	**2**	**3**	**4**
Use a computer operating system.				
This includes the following: boot up a microcomputer, create and manage files and folders, execute programs.				
Standard 03 – Word Processing	**1**	**2**	**3**	**4**
Use word processing software to create standard business documents.				
This includes letters, memos, and reports using the following: textual citations, references, inserted textual files; inserted graphics and other objects; changes in margins, text alignment, line spacing, tabs, indents, move, copy, page setup; changes in typeface and emphasis (font, underscore, italics, and boldface); corrections of language mechanics and word usage.				

Standard 04 – Spreadsheet	1	2	3	4
Create spreadsheets and manipulate data.				
This includes the following: format, insert, delete, copy, move, calculate with formulas and functions, sort, create and interpret charts (graphs).				

Standard 05 – Spreadsheet	1	2	3	4
Demonstrate understanding of ethics.				
This includes the following: an understanding of copyright and license laws, posting Internet information resources, role of Acceptable Use Policy, privacy rights.				

Standard 06 – Internet	1	2	3	4
Access on-line information resources.				
This includes the following: alphabetical browse, keywords, and Boolean connectors in searches of on-line library catalogs, downloading Internet resources.				

Standard 07 – E-Mail	1	2	3	4
Use electronic mail.				
This includes the following: set up a personal e-mail account, receive and read e-mail messages, send e-mail with and without attachments, receive and open attachments to e-mail messages.				

Standard 08 – Electronic Presentation	1	2	3	4
Create an electronic presentation.				
This includes the following: a variety of slide layouts, transitions, automatic timing, graphics, text, and correct language mechanics and word usage.				

Standard 09 – Integrated Project	1	2	3	4
Create a project for a different content area using computer technology skills.				
Include any or all of the following in a pre-approved project to be presented for grading to the Computer Technology teacher and a cross-curricular teacher: document processing, spreadsheet, electronic presentation.				